



## Minutes

**Date: January 9, 2008 - Board of Directors Meeting**

### **Committee Members:**

Jim Bacher, Henry Benitez, Mark Montrose, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Richard Pescatore, Elya Joffe, Dan Nachtigall, Doug Nix, Peter Tarver  
Guests: Ted Freeman, Dan Arnold, Bob Rassa

### **Participants:**

Jim Bacher, Henry Benitez, Mark Montrose, Murlin Marks, Richard Georgerian, Dan Roman, Ken Thomas, Jack Burns, Daniece Carpenter, Richard Pescatore, Dan Nachtigall, Peter Tarver

## AGENDA

Meeting called to order at 2:06 PM CST

### ➤ Agenda

- Secretary's Report
  - Review of previous meeting minutes
- Action Items
- President's Report
- Treasurer's Report
- President-Elect Report
- VP Reports – Include SRC Review Report Preparation
  - Technical Activities
  - Conferences
  - Member Activities
  - Communications
- Old Business
- New Business

- Quick review of Conference results
  - Registration 172, 19 exhibitors, authors 30 with 35 papers, EMC workshop, Product Safety workshop, UL HBSE workshop, ITI committee meetings
  - Increase in registration year over year, increase of exhibitors (19 vs 12 last year), 2 workshops added, exceeded room block for hotel
  - Approximately 3% surplus generated
  - 2008 Symposium plans
    - \$10K contribution for 2008 symposium
    - Consultant's corner
      - Mark location with banner
    - Expand to 2-1/2 days
  - 2009 Symposium plans
    - Hotel info submitted
  
- Secretary's Report
  - Review of previous meeting minutes
  - Conference call number – any problems report to Daniece
  
- Action Items

Item	Due	Owner	Action
<b>1</b>	<b>6/16/07</b>	<b>Daniece</b>	<b>Exploring a model "Safety Monkey"</b>
	Update 4/3	Reassigned to Daniece	
	5/7	Have 3 possibilities – noted that there is a video game called Safety Monkey – explore co-operation with game owner's	
	6/17	Displayed 2 examples, researching custom stuffed toy shops for availability and prices	
	10/21	Discussion on continuing exploration; one idea is to make it a contest for input from the members to propose a mascot; explore merchandising opportunities with our mascot	
	1/9	Doug is exploring 2 <sup>nd</sup> Life opportunities Table further discussion of mascot appearance until February meeting	
<b>2</b>	<b>6/16/07</b>	<b>Elya</b>	<b>write a summary of "Why join the PSES?"</b>
	Update 4/3	Reassigned to Elya	
	5/7	Daniece to contact with summary and request for due date	
	6/17	Summary is complete and circulated; Elya will re-circulate	
	9/11	Secretary to contact for a copy	
	10/4	Requested copy to be sent to Secretary	

	10/21	Elya to supply	
<b>3</b>	<b>2/18/07</b>	<b>Murlin</b>	<b>Develop Product Safety Engineering curriculum</b>
	Update 4/3	Dan A. to work with Murlin as Education Committee Chair Comment: Moshe Kam is Chair of IEEE Education Activities Board, need to contact for direction Also discussed strategy to involve more academia as a participation in society activities perhaps offer a workshop for injecting product safety into college curriculum	
	5/7	Murlin – sent e-mail to contacts; will research – reassigned to Murlin Michael Morse, professor teaching PS – use as a contact	
	6/17	Murlin to follow up	
	9/11	Murlin is pursuing, has contacted some representatives from IEEE	
	12/11	Still has not had response; also waiting on input from Technical Committees	
	1/9	Need to contact IEEE	
<b>4</b>	<b>7/30</b>	<b>Elya</b>	<b>Send articles on Senior Member</b>
	Update 9/11	Secretary to contact Elya	
	10/4	Request sent to Elya	
	10/21	Elya to supply - action completed	
	12/11	Discussion on where to publish – recommendation to put in newsletter, on website, and send as discussion item to chapters	
<b>5</b>	<b>4/3</b>	<b>All VP's</b>	<b>Continue with development of strategic plans to develop milestones and accomplishments</b>
<b>6</b>	Update		

		<b>Action Items ON HOLD</b>	
<b>A</b>	<b>6/16/07</b>	<b>Jack</b>	<b>Get affiliations with other Society TCs</b>
<b>Status: On Hold</b>	Update 4/3	Reassigned to Jack - review fields of interest for evidence of interest in product safety, contact to offer a joint technical committee	
	6/17	Postponed until TCs are formed and operational	
<b>B</b>	<b>5/7/07</b>	<b>Murlin</b>	<b>Re-write letter to send to members to send to educational institutions</b>
<b>Status: On Hold</b>	Update 4/3	Reassigned to Murlin - Draft by next meeting	
	5/7	Original draft received from Jack – Bob Rassa gave contacts for IEEE; contacted but no reply, waiting for additional support from TAC Rework letter to a sendable form, propose resources needed to support TBD next teleconference	
	6/17	On hold pending operational Technical Committee organization	
<b>C</b>	<b>2/18/07</b>	<b>Jack &amp; Awards Com.</b>	<b>Set up with a trade journal to support a “best of show” award</b>
<b>Status: Pending Awards SC</b>	Update 4/3	Possibly enlist help of Ken T under membership - target Compliance Magazine as a possibility	
	5/7	Dan, chair awards committee will take ownership - to contact Elya to develop	
	9/11	Awards committee is still coming up to speed, award pending development	
	12/11	Proposal to be discussed	

➤ Action Item Updates – Updates noted above

- President's Report
  - Provisional Society review
    - Jim sent revisions, all to review and send any corrections quickly
    - Society must report to Provisional Oversight Committee in February
  - Liaison to WIE committee
    - WIE requested a liaison
      - D. Carpenter
  - Virtual communities – TAB is investigating developing a presence on some virtual communities
    - Second Life – Jayne Cerone is responsible for accepting development opportunities
    - Facebook - PSES has a community page
    - Zude
  - Society Review committee
  
- Treasurer's Report
  - Budget for 2008 has been finalized
    - Symposium income 22% surplus
  - Budgetary concerns are
    - building reserves for the Society
    - member ROI
      - TC enhancements
  
- Vice President Reports
  - Technical Activities
    - TC's are being formed and chairs accepted
      - Some action items are underway
      - Chair for medical accepted, mtg schedules for Jan. for 21
      - Computer TC made some contacts with major companies
      - Forensics – scheduled meeting for late January
      - Risk assessment – chair accepted
      - Education – conf call to be scheduled
      - Other TC contacts being developed
  - Conferences
    - Guidelines for symposiums under development
    - Supporting 2008 and 2009 symposiums
    - Developing international conference opportunities
      - Determine financial support required
    - Status of 2010 co-sponsorship of EMC Symposium in Ft. Lauderdale
      - Situation still under development

- Member Activities
    - Exploring new chapters in several locations
    - Membership stands in the mid-600's
  - Communications
    - Inquiries on jobs listing and any area for candidates
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- Future meetings discussion
    - Some PSES meetings were at the same time as the TAB meetings. There seems to be some synergy to hold the meeting at the same time
    - Feb 17, 2008 – Louisville, KY
      - Would like to establish a Exec Com meeting on Saturday, Feb 16, 2008
    - June 22, 2008 – Denver
    - Oct, 2008 – Austin
    - Feb 2009 – San Juan, Puerto Rico
      - PSES meeting to be decided
    - Monthly teleconference to be continued
  - Old Business Items
    - Society review is in February
  - New Business Items
    - No new business items
  - Next meeting – February 17 – Louisville, KY
  - Send as teleconference meetings as outlook meeting notice and e-mail
 

US	US	
East coast	West coast	Israel
3 PM	12 PM	10 PM
  - Meeting adjourned at 3:19 PM CST